

Department of the Army
United States Army Intelligence Center
and Fort Huachuca
Fort Huachuca, Arizona 85613-6000

*FH Memorandum 25-52

10 September 01

Information Management: Records Management

FORMS MANAGEMENT PROGRAM

Summary. This memorandum prescribes procedures for the management of U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) forms.

Applicability. This memorandum applies to all elements of the USAIC&FH, Fort Huachuca, Arizona.

Suggested Improvements. The proponent of this memorandum is the Directorate of Information Management (DOIM), USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAIC&FH, ATTN: ATZS-IMC-SR, Fort Huachuca, AZ 85613-6000.

Availability. This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

Contents

	Paragraph	Page
Purpose.....	1	2
References.....	2	2
Explanation of abbreviations and terms... ..	3	2
Responsibilities.....	4	2
Policy.....	5	3
Form request.....	6	4
Printing requests.....	7	5
Prescribing directives.....	8	5
Forms design.....	9	6
Forms review.....	10	6
Reproduction and supply.....	11	6
Appendix A, References.....		8
Glossary.....		9

*This memorandum supersedes FH Memorandum 25-52, 15 September 1998.

1. Purpose.

This memorandum establishes responsibilities, policy, and procedures for preparation, review, approval, and reproduction of local forms, electronically generated forms, and directorate or staff office forms. This memorandum applies to forms printed using appropriated funds; it does not apply to forms used to support non-appropriated activities that are printed using non-appropriated funds.

2. References.

Referenced and required publications are listed in Appendix A. Prescribed and referenced forms are also listed in Appendix A. Fort Huachuca forms are available at <http://www-huachuca.army.mil> and higher echelon forms are available at <http://www.usapa.army.mil>.

3. Explanation of abbreviations and terms.

Abbreviations used in this memorandum are explained in the glossary.

4. Responsibilities.

a. In accordance with (IAW) AR 25-30, the DOIM, USAIC&FH is responsible for the Forms Management Program.

(1) The Records Manager will sign as coordinating official in block 19 of DD Form 67 (Form Processing Action Request) for Privacy Act, postal, and reporting aspects of the form.

(2) The USAIC&FH Forms Management Officer (FMO), Information Support Services Branch (ISSB) will--

- (a) Review requests for new and revised forms.
- (b) Review requests for reprints and recommend improvement in design when necessary.
- (c) Assign a form number and date after approving a new form.
- (d) Ensure the use of higher echelon forms whenever possible.
- (e) Publish FH Pamphlet 25-30, Index of Forms and Labels annually.

(f) Submit requests for electronic generation or printing deviation of higher echelon forms to the proponent of the form.

- (g) Conduct an annual review of USAIC&FH forms.
- (h) Maintain masters of current Fort Huachuca forms.
- (i) Assist users in developing forms to meet their specific needs.
- b. USAIC&FH Records Management Coordinators (RMCs) will--
 - (1) Serve as liaison with the USAIC&FH FMO.
 - (2) Ensure the forms program within their directorate is in compliance with the requirements of this memorandum and referenced publications.
 - (3) Maintain at least one copy of each form for which their directorate is the proponent.
 - (4) Review requests for new or revised forms from their directorate to ensure they are complete and in compliance with established regulations before submitting them to the DOIM ISSB, ATZS-IMO-IP. The RMC will sign the Department of Defense (DoD) Component Approving Official block (number 17) of the DD Form 67.
 - (5) Promptly notify the USAIC&FH FMO of obsolete forms.
 - (6) The RMC will be responsible for those functions outlined in Chapter 3, AR 25-30, for internal forms.
- c. Proponents are responsible for their local “internal” forms. These are forms which are only used within your directorate or organization. Since printing is controlled at the directorate level including all costs incurred, it is the directorates’ (RMC) responsibility to stock and maintain these forms. The FMO will remain responsible for the Forms Management Program. The FMO will continue to provide advice on the forms design and on the procedures for managing forms. This includes creation of “specialized” certificates.

5. Policy.

The overall purpose of the USAIC&FH Forms Management Program is to reduce labor, material, storage, and printing costs.

- a. All USAIC&FH forms will be approved by the USAIC&FH FMO to ensure--
 - (1) Cost-effective forms reproduction, stocking, and distribution methods.
 - (2) Improved operating efficiency through the use of local forms.

FH Memo 25-52

(3) Information requested on forms is necessary and proposed forms do not duplicate or overlap existing forms.

(4) Instructions are detailed and easy to understand. Completing forms should not be difficult or labor intensive.

(5) Basic design standards are followed. USAIC&FH forms will be designed to efficiently and effectively accomplish the stated purpose.

b. The use of higher level forms within the USAIC&FH will ensure--

(1) Cost-efficient forms reproduction, stocking, and distribution methods.

(2) Electronic generation of established forms is approved as stated in paragraph 3-15 of AR 25-30.

(3) All deviations in format, content, or construction of established forms are approved as stated in paragraph 3-16 of AR 25-30.

(4) All overprints of higher level forms are properly approved and controlled IAW paragraph 3-19 of AR 25-30.

c. Electronic versions of Fort Huachuca local forms are available on the World Wide Web (WWW) at <http://huachuca-www.army.mil>. Electronic departmental forms (DD, DA, SF, OF) are also available on the WWW at <http://www-usapa.army.mil>. Copies of the CD-ROM containing electronic departmental forms are available through your publications supply channels. Users of electronic forms should update their DA Form 12-series to ensure their accounts reflect their electronic forms requirements.

d. Blank forms created for use in a school environment (teaching aid) will not be processed and controlled IAW AR 25-30 or this memorandum. However, the following statement must be placed at the bottom of the form: "FOR INSTRUCTIONAL PURPOSES ONLY. EXEMPT FROM CONTROLS REQUIRED BY AR 25-30 AND FH MEMORANDUM 25-52."

6. Form request.

a. Submit a DD Form 67 to the DOIM FMO to request a new form or a revision to an established form.

b. The justification block must be in sufficient detail to explain why, when, and how the form is used and who completes it. If more space is needed, continue on bond paper.

c. The RMC signs as the DoD Component Approving Official in block 17. Signature authority may be delegated, but the signature block of the coordinator remains and the individual signs "FOR" the RMC. The DOIM FMO must be informed of any delegations of signature authority because forms signed by unauthorized personnel will be returned to the RMC.

d. The USAIC&FH FMO will create a camera-ready master unless special design capabilities are needed. Masters created by the FMO will be sent through the RMC to the proponent for approval prior to finalizing.

e. When a form is required for an event or for a procedure scheduled to begin on a certain date, remember to allow sufficient processing time for the new or revised form. Initial contact with the FMO should take place early in the planning stages. Waiting until the last minute to request form approval and printing could result in the form not being ready to support the event or procedure. The FMO is available to assist in forms development and design during the planning stages and can do a better job for you at that point than during the implementation stage. A draft form is required to work with the FMO.

7. Printing requests.

Since each directorate is responsible for controlling and monitoring their printing requirements, prior approval by the DOIM FMO is no longer required.

8. Prescribing directives.

a. Forms used by elements outside the proponent directorate require a local publication describing the use of the form. Users need to know where to get the blank forms, how to fill them out, why the information requested is necessary, and where to take the completed forms. The prescribing directive simply answers these basics: the who, what, where, how, and why of the form. The only exception to this policy is internal forms used solely within your directorate or organization.

b. Developing a Fort Huachuca publication (regulation, supplement, memorandum or circular) to serve as a prescribing directive for a form is only a small portion of the overall big picture. Publications outline policies and procedures for all aspects of a particular function regardless of the requirement to prescribe a form. The better informed customers are, the smoother the program will operate. Informed customers mean fewer telephone calls, questions, and interruptions.

c. The Army regulation or other higher level document directing the performance or documentation of a particular function cannot be the prescribing directive for a locally developed form. Army

FH Memo 25-52

regulations provide intentionally broad requirements to allow an installation commander latitude to incorporate policy into local procedures. A local form requires a local prescribing directive. The prescribing directive specifically explains the procedures unique to Fort Huachuca which require the form.

- d. All prescribing directives must be coordinated with the DOIM ISSB prior to finalizing.

9. Forms design.

- a. Forms will have a title in bold type centered at the top unless designed for a special use or file. Local forms will cite the prescribing directive (if required) below the title. Any form made into a folder will contain the Modern Army Recordkeeping System number.

- b. Forms will be requested in standard stock sizes, such as 8-1/2 x 11 inches, 8-1/2 x 5-1/2 inches, or 3 x 5 inches. This reduces waste during the printing process. Unless essential, other dimensions will be avoided. The DD 67 will include a detailed justification for the exception to standard stock size.

- c. The Privacy Act Statement, if required, will be placed between the title and the body of the form. This statement will be boxed in.

- d. Self-transmitting forms will be designed whenever possible to avoid creating additional paperwork to forward forms.

10. Forms review.

- a. The DOIM FMO will review each form on an annual basis using FH Form 25-1-R-E (Request for Review of Form). The FH Form 25-1-R-E requests the proponent review the form to ensure it is still a necessary form and it contains accurate information. The FH Form 25-1-R-E may also request information required to bring the reviewed form in compliance with AR 25-30.

- b. FH Form 25-1-R-E will be forwarded through the RMC. The proponent office should review the subject form, complete the reverse side of FH Form 25-1-R-E, and return it to the RMC for signature. The completed form will be returned to the DOIM ISSB, ATZS-IMO-IP, by the suspense date shown on the front of the form. If a reply is not received, the form will automatically be rescinded.

11. Reproduction and supply.

- a. Printing of forms and overprints of more than 25 copies should be reproduced at the Defense Automation and Production Service.

- b. Print requests will not exceed a 6-month supply except when printed by a contractor.

- c. Requests for electronic generation and deviation of forms will be submitted to the DOIM, ISSB,

ATZS-IMC-SR. The DOIM ISSB will request approval from the proponent of the form. Once approval is received, all USAIC&FH elements will be notified of approval for their use.

(1) Requests for electronic generation should include a copy of the electronically generated form for review.

(2) Requests for deviations in printing must include information as stated in paragraph 3-16e(1-3) of AR 25-30.

FH Memo 25-52

Appendix A References

Section I Required Publications

AR 25-30
The Army Integrated Publishing and Printing Program

FH Pamphlet 25-30
Index of Forms and Labels

Section II Related Publications

AR 340-21
The Army Privacy Program

DA Pamphlet 25-30
Consolidated Index of Army Publications and Blank Forms

Section III Prescribed Form

FH Form 25-1-R-E
Request for Review of Form

Section IV Referenced Forms

DA Form 17
Requisition for Publications and Blank Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

DD Form 67
Form Processing Action Request

FH Form 420-10-R
Daily Fire Inspection of Buildings

FH Form 55-10-R

Transportation Appointment

Glossary

Section I
Abbreviations

DoD

Department of Defense

DOIM

Directorate of Information Management

FMO

Forms Management Officer

IAW

in accordance with

ISSB

Information Support Services Branch

RMC

Records Management Coordinator

USAIC&FH

U.S. Army Intelligence Center and Fort Huachuca

Section II

Terms

Electronically generated forms

Forms that are created and completed on the computer. These forms have a -E following the form number.

Local forms

Local forms are created by elements of the USAIC&FH and are identified by the form number and edition date; for example, FH Form 420-10-R (Daily Fire Inspection of Buildings).

Local reproduction

A form with a -R following the number; for example, FH Form 55-10-R (Transportation Appointment), is locally reproduced. Forms authorized for local reproduction may be Fort Huachuca forms or higher level forms. A copy for reproduction can be found in the form's prescribing directive. Local reproduction means copies may be reproduced either at the Defense Automated Printing Service or on

an office copier, depending on the number of copies required. See paragraph 11 for more information.

Overprints

Overprints are established forms with repetitive information already filled in some areas. This is done by overprinting the information in the blocks on the form. The original contents of the form cannot be changed. The data overprinted is the same each time the form is printed. A local overprint number is added under the existing form number.

Prescribing directive

A prescribing directive is a Fort Huachuca numbered publication directing the use of a form. The publication will include the form number, title, and source of supply. The prescribing directive for a complicated form should include preparation instructions or a completed sample form. The purpose of a prescribing directive is to assist users in determining when and how to use the form.

(ATZS-IMO-IP)



OFFICIAL:
JOHN D. THOMAS, JR.
Major General, USA
Commanding

CALVERT T. SINGER
Major, Military Intelligence
Director of Information Management

DISTRIBUTION:
E